

Deliverable 3: Additional Assessment Plan Approval Form

What is it?

For each approved civics objective, the agency must develop or adopt a performance based additional assessment. Agencies will submit a plan for using these additional assessments. The plan will describe the process the agency will use to assess their civics objectives and will contain the following information:

- ◆ Civic objective to be measured
- ◆ Type and description of assessment
- ◆ Rubric
- ◆ Rating scale

Valid additional assessment outcome data must be preceded by a minimum of 30 hours of instruction per civic objective. The instructor must determine if a student with less than 30 hours of instruction is prepared to take the assessment.

Why do I need it?

Additional assessments (1) measure student attainment of identified civic objectives that cannot be measured by standardized multiple choice or other paper and pencil tests, (2) document attainment of clearly identified, observable, measurable, and meaningful outcomes.

Agencies do not need to develop and submit separate additional assessments for their language and literacy objectives – only for the three to five 30-hour civic objectives. However, it is vital that the assessments developed for the civics objectives will also measure the approved language and literacy objectives.

How does it relate to civic participation?

For each additional assessment, the agency must (1) identify the type of assessment that would most effectively measure students' attainment of the civic objective, (2) describe the assessment process including what the learners will be asked to do, (3) develop the scoring criteria or rubric, and (4) develop a rating scale, based on the scoring guides listed in the rubric, that determines passing scores for each level that takes the assessment.

How do I submit this?

The Additional Assessment Plan Approval Form is on the CDE Website
<<http://www.cde.ca.gov/adulteducation/>>.

- ◆ save this form to your computer hard drive
- ◆ add the summary information from your student needs assessments

- ♦ use the “Save As” command to save the completed form with your agency name (as listed on your grant application), the type of form (“additional assessment plan”), and the date of submission (“09-25-03”)
- ♦ submit this form as an e-mail attachment to elcivics@casas.org

When is it due?

The Additional Assessment Plan Approval Form must be submitted online as soon as possible after pre-approved civic objectives have been submitted or agency developed objectives are approved.